

This Notice Expires 1 March 1984

LOGISTICS

17 August 1983

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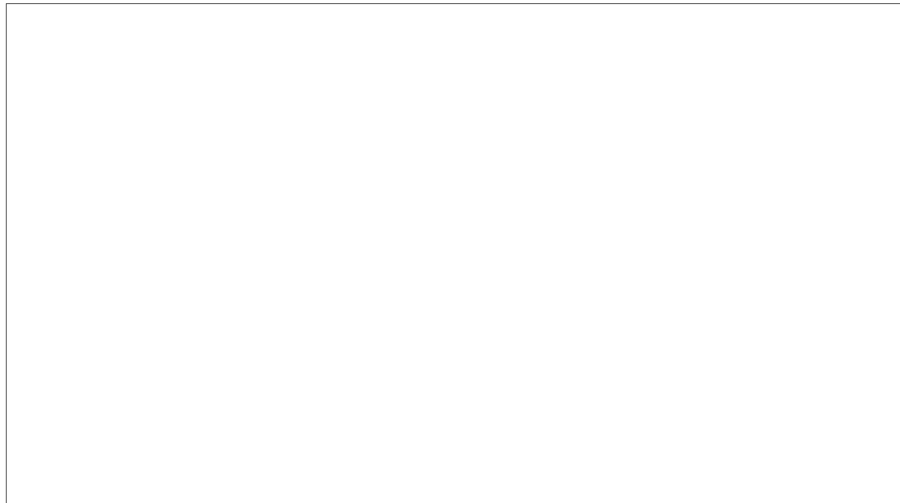
AGENCY EMERGENCY SUPPORT PLAN

No Field Counterpart to this HN

1. This notice promulgates Agency procedures for emergencies in the Metropolitan Washington area that affect significant numbers of employees. Such emergencies may occur as a result of severe weather as well as other disruptions, such as a fire.

2. An Agency Emergency Personnel Watch Plan is hereby established to maintain the continuity of essential Agency activities during such emergency situations. This plan consists of the identification and maintenance of a realistic list of essential employees, the means to transport them during an emergency, and the establishment of an Emergency Support Center to provide central support services for all employees during emergencies.

3. Each Deputy Director, Head of Independent Office, and Operating Official will be responsible for identifying and notifying, in writing, those employees who are required to report for (or remain on) duty in an emergency situation. This list must be restricted to a small number of personnel who are essential to the operation of the Agency and who staff the functions and/or offices listed below:



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Senior officials should not be included automatically on this list. The list should be in order of priority to the extent possible. The distance employees live from their duty stations should be considered in the identification process. Any personnel deemed essential who do not staff

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one of the above functions and/or offices must be approved by the Deputy Director for Administration (DDA). These lists should be completed and forwarded by 30 September 1983 to the Chief, Logistics Services Division (LSD), Office of Logistics, who will head the Emergency Support Center.

4. As head of the Emergency Support Center, the Chief, LSD will be the single emergency coordinator with responsibility for central control, coordination, and communications for support to all Agency employees and components during an emergency. The center's staff will consist of representatives from each directorate. It will be located at 1J45 Headquarters Building and can be contacted on extension [ ] The center will be the central point of contact to provide information on which services are available. Emergency rations, medical supplies, and bedding will be distributed as necessary through the center. The center also will provide transportation for essential personnel (see paragraph 3 above) in the event they require assistance and, if resources permit, also for other personnel as may be needed on a call-in basis as determined by the directorate representatives in the center.

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5. As an extension of the Emergency Support Center, an official in each outlying Agency building will be designated by the DDA to serve as the emergency coordinator for that building under the direction of the Chief, LSD.

6. Each year an Agency-wide notice will be published to remind employees of emergency procedures and to identify key individuals.

7. This notice does not override existing procedures for assistance from security, medical, or other support services; e.g., Security Duty Office, extension [ ] (24 hours), 1E26 Headquarters Building; and Office of Medical Services, extension [ ] (24 hours), 1D4012 Headquarters Building.

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Harry E. Fitzwater  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES